App. F. IX-4

*Previous References* 1940. ( P15 )

File No. 70-40

Serial Nos. 24, 25

*Later References.*

PRESERVED

# GENERAL AND REVENUE SECRETARIAT.

*Serial Nos.* Two

**Part B for** March 41

**SUBJECT.**

Forms Required by the Department of Public Instruction.

8(25)

To the Supdt. G.P., & Secy P.C.
" Comptr.
" D.P.I.

WD 0573—GPB—22,500—12-9-39

No. AF 6389-91 Dt 6-3-41

Secretary to the —

Graduates 214

1)

No. P. C. 291

Encl. 4 statements in duplicate

OFFICE OF THE SECRETARY, PRESS COMMITTEE.
GOVERNMENT PRESS,

*Bangalore, dated* 27th January ..... *1941* .

FROM

B. KRISHNASWAMY CHETTY, ESQ., B.E., A.R.P.S., M.A.S.M.E.,
SECRETARY, PRESS COMMITTEE,
BANGALORE.

To

The Secretary to Government,
Development Department, Bangalore.

2731

70-40-24

PTS 2-40-93

SIR,

I have the honour to submit herewith in duplicate four standard lists of departmental, financial, common and other ~~forms~~ common forms, required by the office of the Director of Public Instruction in Mysore, (Financial Branch), Bangalore, countersigned by the Director of Public Instruction in Mysore, and to request that sanction of Government may kindly be obtained for the same. One copy of each may kindly be returned to this office for reference.

I have the honour to be,

Sir,

Your most obedient servant,

DRS.

Secretary,
Press Committee.

1 Submitted.

2413. The Administrative Secty may perhaps be requested to record their opinion in the matter.

11.2.41

13/2

forms required by the Department of P. I. (H. Branch.)

General and Revenue Secretariat | P&S File No. 70 of 1940. | [App. F. III-2

Serial No.

4 No remarks. (The Govt Servant is next in a position to open any remarks). Submitted for perusal before returning this to the A.F.T.Br.

17/2/41 A.F.T.Br. 18/2

18/2

5) The lists of four kinds of forms have been Countersigned by the D.P.I. and may perhaps be sanctioned.

6) Submitted for orders.

Hr. 21.2.41

20/2

7) 24/2/41

25/2

8) Draft is submitted for approval.

Hr. 2.3.41 3/3

7) 3/3.

25 So ordered

The Superintendent Govt Presses
The Comptroller & Govt
The Director of Public Instruction

No A.F.T. 6389-91 dt 6.3.41 Sanctions the above.

Hr. 13

NOTE—Contn. Sheet.

STANDARD LIST OF FORMS, OF THE DIRECTOR OF PUBLIC INSTRUCTION IN MYSORE, (FINANCIAL BRANCH), ..... DEPARTMENT.

WD —GPB—1,000—22-10-40

| Serial Number | Authority | Form No. or page of Manual | Name of the form or register | Size of form or register | No. of pages in the register | Whether to be printed on one side or both sides | Nature of binding | Whether to be perforated, ruled or page numbered and book numbered | Kind of paper | Period of supply | Quantity | Remarks |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 29 | | 27 | Register of token bills received for audit. | ½ F.C | 100 leaves | Both | Thick wrapper and stiff | Nil | Badami | Annual | 10 | |
| 30 | | 28 | ~~Audit~~ Adjustment register Audit. | | | | | | | | 12 | |
| 31 | | 28 a | Adjustment register (Advance) | | | | | | | | 12 | |
| 32 | | ~~29~~ 29 | Auditors' objection book | | These four forms need not be printed separately. Please see standard list of Comptroller's office, T.A.D.30, 30 A, 31 and 31 A (~~sample enclosed~~). | | | | | | ~~12~~ 15 | |
| 33 | | 29 a | -do- Advance and suspense. | | | | | | | | 15 | |
| 34 | | 30 | Establishment audit register. | No separate printing. Please seen standard list of Comptroller's office T.A.D.No.103. | | | | | | | 20 | |
| 35 | | 31 | Travelling Allowance Audit Register. | | - Do - | | - do - | T.A.D.No.107. | | | 10 | |
| 36 | | 31 | Form of bills for expenditure incurred out of Education cess Funds. | Discontinued. | | | | | | | | |
| 37 | | 33 | Education Deposit register. | F.C. | 75 pp. | Both | Ruled.card board, calico. | Page numbered | 20 lbs F.C. | Once in 3 years | 3 | |
| 38 | | 34 | Register of Education cess funds expenditure. | Need not be printed. | | | | | | | | |
| 39 | | 35 | Scholarship audit register. | F.C. | 50 pp. | Both | -do- | -do- | -do- | Annual | 10 | |
| 40 | | 36 | Document forwarding memo book. | No separate printing. Please see standard list of Comptrollerts office, Gl.F.No.10 | | | | | | | 6 book | |
| 41 | | 37 | Memo book for payment of firm by cheques. | | | - Do - | | -do- T.A.D.No.58. | | | 10 | |

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 42 | 38 | Permanent advance register. | | - Do - | | -do- | T.A.D.No.15. | | | | 1 |
| 43 | 39 | Bill form for the Local Educational authorities. | ½ F.C | Nil | Both | Nil | Nil | 20 lbs F.C | Annual | | 500 |
| 44 | 40 | District Abstract. | ) | | | | | | | | 12 |
| 45 | 40a | Detailed book. | ) | These may be printed annually as per | | | | | | | 1 |
| 46 | 40b | Education monthly accounts to Comptroller Abstract. | ) | samples furnished by the Financial | | | | | | | 14 |
| 47 | 40c | Elementry Education fund Abstract. | ) | Assistant. | | | | | | | 14 |
| 48 | 41 | Letter form ½ sheet. | Forms used in the office of the Director of Public Instructions may be used. No separate printing. | | | | | | | | 1500 |
| 49 | 41a | -do- ¼ sheet. | -do- -do- | | | | | | | | 3000 |
| 50 | 42 | | Need not be printed. | | | | | | | | |
| 51 | 43 | Register of objection book advance. | Discontinued. Please see form No.28 A & 29 A. | | | | | | | | |
| 52 | 54 | Disposal sheet. | Common form approved by the Press Committee may be substituted. | | | | | | | | 1000 |
| 53 | 45 | Progress card. | Discontinued. | | | | | | | | |
| 54 | 46 | Reminder register. | No separate printing. Please see the standard list of the Comptroller's office Gl.No.4. | | | | | | | | 4 |
| 55 | 47 | Register of weekly progress report of the Auditor. | ½ F.C | 15 leaves | Both | Thick paper cover | Ruled | 20 lbs F.C. | Once in 3 years | | 30 |
| 56 | 47a | Register of weekly progress of accountant. | -do- | -do- | -do- | -do- | -do- | -do- | -do- | | 30 |
| 57 | 47b | Register of Elementry Education Fund account. | -do- | -do- | -do- | -do- | -do- | -do- | -do- | | 30 |

STANDARD LIST OF FORMS, OF THE DIRECTOR OF / PUBLIC INSTRUCTION IN MYSORE, (FINANCIAL BRANCH) DEPARTMENT.

WD —GPB—1,000—22-10-40

| Serial Number | Authority | Form No. or page of Manual | Name of the form or register | Size of form or register | No. of pages in the register | Whether to be printed on one side or both sides | Nature of binding | Whether to be perforated, ruled or page numbered and book numbered | Kind of paper | Period of supply | Quantity | Remarks |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | 1 | Audit Memorandum. | No separate printing. Please see standard list of Comptroller's Office, T.A.D. No.38. | | | | | | | 100 books. | |
| 2 | | 2 | Memo of disallowance. | | - Do - | | - do - | T.A.D. No.37. | | | 50 books. | |
| 3 | | 2 a | Requisition list. | Common form may be substituted. | | | | | | | 750 | |
| 4 | | 3 | Objection slips on T.A. Post audit bills. | ½ F.C. | 100 pp. | Both | Cartridge paper. | Alternative sheets to be perforated. | Badami | Annual | 20 books. | |
| 5 | | 4 | Reminder for audit objection. | No separate printing. Please see standard list of Comptroller's office, T.A.D. No.45. | | | | | | | 1000 | |
| 6 | | 5 | Statement of monthly recoveries. | ½ F.C | Nil | One | Nil | Nil | Badami | Annual | 150 | |
| 7 | | 6 | Verification statement of Elementary Education Funds. | -do- | Nil | One | Nil | Nil | -do- | -do- | 1000 | |
| 8 | | 7 | Explanatory memo of differences. | ½ F.C. | Nil | Both | Nil | Nil | -do- | -do- | 1000 | |
| 9 | | 8 | Treasury misclassification statement. | -do- | Nil | -do- | Nil | Nil | -do- | -do- | 500 | |
| 10 | | 9 | Pay slip book. | May be obtained from the Comptroller's office. No separate printing is necessary. Vide G.A.D. standard list 2, Common fo... | | | | | | | 2 | |
| 11 | | 10 | Peon book. | Discontinued. | | | | | | | | |
| 12 | | 11 | Memo book. | No separate printing. Please see standard list of (T.A.D) Comptroller's Office No. | | | | | | | 20 books. | |

Oms 20/1/41

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Register of special charges. | Discontinued. | | | | | | | | |
| 14 | 13 | Audit objection slip. A. | No separate printing. Please see standard list of Comptroller's office, T.A.D. No.33. | | | | | | | | 5000 |
| 15 | 14 | - Do - B. | - do - | - do | No.34. | | | | | | 1500 |
| 16 | 15 | - Do - C. | - do - | - do | No.35. | | | | | | 200 |
| 17 | 16 | Statement of receipts on account of ..... | Discontinued. | | | | | | | | |
| 18 | 17 | Audit objection slip. D. | No required. | | | | | | | | |
| 19 | 18 | Calculation of average salary book. | The Comptroller's Office has agreed to get ~~them~~ those multigraphed. Two books may be obtained from that office. | | | | | | | | |
| 20 | 19 | List of non-Gazetted officers who attain superannuation ~~of~~ age. | No separate printing. Please see standard list of Comptroller's office, T.A.D. No.12. | | | | | | | | 200 |
| 21 | 20 | Register of Token bills returned. | ½ F.C length-wise. | 100 leaves | Both | Thick wrapper with sti | | Ruled | Badami | Annual | 6 |
| 22 | 21 | Register of N.T. bills received for audit. | No separate printing. Please see standard list of Comptroller's office, Gl.No.5. | | | | | | | | 5 books. |
| 23 | 22 | Register of printing lettrs. | - Do - | - do - | G.C. No.14. | | | | | | 10 books. |
| 24 | 23 | Quarterly report of Financial Branch to Government. | ½ F.C. | 8 pp. | Both | Booklet without cover | Nil | | 20 lbs F.C. | Once in 3 years | 30 |
| 25 | 24 | Classification sheet. | No separate printing. Please see Comptroller's office Standard list at T.A.D. No.60. | | | | | | | | 6000 |
| 26 | 25 | Reminder half sheet. | ) Press Committee have approved a common form. ) | | | | | | | | ) |
| 27 | 25 a | -do- quarter sheet. | ) the same may be supplied. ) | | | | | | | | 1500 |
| 28 | 26 | Draft for approval. | Common form may be supplied. | | | | | | | | 5000 |

IC 291

STANDARD LIST OF FORMS OF THE DIRECTOR OF PUBLIC INSTRUCTION IN MYSORE, (FINANCIAL BRANCH) / ..... DEPARTMENT.

WD —GPB—1,000—22-10-40

| Serial Number | Authority | Form No. or page of Manual | Name of the form or register | Size of form or register | No. of pages in the register | Whether to be printed on one side or both sides | Nature of binding | Whether to be perforated, ruled or page numbered and book numbered | Kind of paper | Period of supply | Quantity | Remarks |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 58 | | 48 | Check list. | Need not be printed. | | | | | | | | |
| 59 | | 49 | Reminder calling for credit statement. | Need not be printed. | | | | | | | | |
| 60 | | 50 | Voucher distribution book. | ½ F.C | 3 leaves | Both | paper cover | Nil | Badami | Once in 3 years | 90 | |
| 61 | | 51 | Contingent Audit Register. | Financial form may be substituted. | | | | | | | | |
| 62 | | 52 | Leave application form. | Common form may be used. | | | | | | | 150 | |
| 63 | | 53 | Transfer Entry slips. | ½ F.C | Nil | One | Nil | Nil | 20 lbs F.C | Once in 3 a year | 500 | |
| 64 | | 54 | Letter of advice to the Comptroller for payment books. | ½ F.C | 50 leaves | Both | Thick paper cover | Nil | -do- | Once in 2 years | 5 | |
| 65 | | 55 | Budget sheet (Memo of difference). | No separate supply. May be obtained from the Comptroller's office. | | | | | | | 1000 | |
| 66 | | 56 | Progress Register of Audit objections. | No separate printing. Please see the standard list of Comptroller's office, T.A.D.No.32. | | | | | | | 10 | |
| 67 | | 57 | Note sheets. | Common form may be substituted. | | | | | | | 3000 | |
| 68 | | 58 | Municipalities contribution books. | ½ F.C | 100 leaves | One | Thick paper cover | Nil | 20 lbs F.C | -do- | 2 | |
| 69 | | 59 | Intimation book of principle, Interest under House Building and Motor-cycle advance. | No separate printing. Please see standard list of the Comptroller's office M.A.D. No.34. | | | | | | | 1 | |

| | | | | | | |
|---|---|---|---|---|---|---|
| 70 | 60 | Annual acknowledgment form. | - Do - | - do - | M.A.D.No.20. | 500 |
| 71 | 61 | Intimation book of adjustment Transfer Entry. | - Do - | - do - | Gl.No.40(a) | 500 |
| 72 | 62 | Gazetted Audit Register. | No separate supply printing. may be obtained from the Comptroller's office. | | | |
| 73 | 63 | Register of Establishment ~~xx~~ schedule. | No separate printing. Please see a standard list of the Comptroller's office, T.A.D.No.11. | | | 6 |
| 74 | 64 | Memo calling for Establishment schedule. | - Do - | - do - | Gl.Nol 11. | 3 |
| 75 | 65 | Memo calling for Cash accounts. | - Do - | - do - | -do- | 2 |
| 76 | 66 | Transfer entry register. | - Do - | - do - | Gl.No. 8 | 1 |
| 77 | 67 | Memo calling for D.C. bill. | - Do - | - do - | T.A.D.No.41 | 12 |
| 78 | 68 | Local Auditors weekly dairy. | - Do - | - do - | L.A.D.No.1 | 150 |
| 79 | 69 | Local Audit objection ~~sent~~ memo. | - Do - | - do - | L.A.D.No.2. | 500 |
| 80 | 70 | Leave certificate book of Gazetted officers. | - Do - | - do - | G.A.D.No.11. | 2 |

COUNTERSIGNED

Bangalore,
Dated ~~December 1940~~.
22-1-1941.

SECRETARY,
PRESS COMMITTEE.

for DIRECTOR OF PUBLIC INSTRUCTION
IN MYSORE, (FINANCIAL BRANCH)

DRS.

Standard list of Financial forms used in the office of the Director of Public Instruction in Mysore, (Financial Branch), Bangalore.

| Sl. No. | Financial No. | Name of forms. | Period. | Quantity. |
|---|---|---|---|---|
| 1. | Fl.10 | Travelling Allowance bill forms. | Annually | 100 |
| 2. | " 13 | Establishment bill forms. | -do- | 500 |
| 3. | " 14 | Absentee statement. | -do- | 40 |
| 4. | " 111 | Contingent Audit register. | -do- | 6 |
| 5. | " 113 | Life Insurance statement (deduction). | -do- | 50 |
| 6. | " 154 | State Provident Fund ( -do- ) | -do- | 30 |
| 7. | | Acquittance Roll. | -do- | 1 |
| 8. | | Register of recovery of Advances. | -do- | 1 |
| 9. | | Register of Court Attachment. | -do- | 1 |

COUNTERSIGNED

Bangalore,
Dated Dec. 1940.

SECRETARY, 17/12
PRESS COMMITTEE.

DIRECTOR OF PUBLIC INSTRUCTION
IN MYSORE (FINANCIAL BRANCH)

DR3.

Standard list of other common forms of the office of the Director of Public Instruction in Mysore, (Financial Branch), Bangalore.

| Sl. No. | Comptroller's office No. | Name of forms. | Period. | Quantity. |
|---|---|---|---|---|
| 1. | W.A.D. 11 | Work Audit register. | Annually | 4 |
| 2. | G.A.D. 16 | Gazetted Audit register. | -do- | 1 |

COUNTERSIGNED

Bangalore,
Dated Dec. 1940.

SECRETARY,
PRESS COMMITTEE.

DIRECTOR OF PUBLIC INSTRUCTION
IN MYSORE, (FINANCIAL BRANCH)

DRS:

Standard list of Common forms used in the office of Director of Public Instruction in Mysore, (Financial Branch), Bangalore.

| Sl. No. | Name of the forms. | Period | Quantity. |
|---|---|---|---|
| 1. | Attendance register. | Annually | 1 |
| 2. | Casual leave register. | -do- | 7 |
| 3. | Immediate cards. | -do- | 25 |
| 4. | Peons' Delivery book. | -do- | 3 |

COUNTERSIGNED

SECRETARY, PRESS COMMITTEE.

DIRECTOR OF PUBLIC INSTRUCTION IN MYSORE, (FINANCIAL BRANCH)

Bangalore,
Dated Dec.1940.

DNB.

G. R. S. App. F VI—G 2]

SUBJECT .....

.....

.....

*Diary No. of letter replied to* .....

General and Revenue Secretariat

( )

*the* *193* .

Date of issue ..... 6/3 .....193

Signed by .....

May this be—

(i) printed ?

(ii) treated as a standing order ?

(iii) published in the Gazette, English Part ?

(iv) translated ?

(v) placed at the disposal of the press ?

(vi) published in the Gazette, Kannada Part ?

**Section.** P&S

**File No.** 70—40.

**Serial No.** 25

*Proceedings of the Government of His Highness the Maharaja of Mysore*

*Read*— Letter No. P.C. 291 of 27.1.41 from the Secy. Press Committee Bangalore submitting for sanction of Govt. four standard lists in duplicate of departmental, financial Common & other forms required by the office of the D. P. I. in Mysore (Financial Branch), duly Order thereon. No. Countersigned by the D. P. I. in Mysore

order No. 7638-91 Fin.

Sanctioned.

By Order

Sec'y to Govt.

To the D. P. I. Supdt. G. P. & Secy Press Committee (with a copy each of the lists).

" Comptroller & Govt.

D. P. I.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE.

10)

Read :—

Letter No.P.C.291 dated 27th January 1941 from the Secretary, Press Committee, Bangalore, submitting for sanction of Government four standard lists in duplicate of departmental, financial common and other forms required by the Office of the Director of Public Instruction in Mysore (Financial Branch), duly countersigned by the Director of Public Instruction.

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ORDER NO. A 7 6389-91 Fr3.

BANGALORE, DATED 6 MARCH, 1941.

S a n c t i o n e d.

C. S. Srinivasachar

for Secretary to Government
Development Department

To

The Superintendent, Government Press and Secretary, Press Committee (with a copy each of the lists).

* Comptroller to the Government of Mysore, B a n g a l o r e.

* Director of Public Instruction in Mysore, B a n g a l o r e.

NDA.4